# BEHAVIOR REFERENCE CARD

This reference card was prepared to provide simple step-by-step instructions for common tasks in SIS2000[+]. It is not intended to be a replacement for the documentation provided with the program. For more-detailed instructions, refer to the online documentation at:
http://sis2000.usoe.k12.ut.us

HOW TO ADD A BEHAVIOR INCIDENT

1. SIS2000[+] | Behavior | Behavior
2. Locate the student record.
3. Click on the "Incidents" tab until it is highlighted in dark blue.
4. Click **Add**.
5. Fill in the incident data.
6. Click on the "Referrals" tab until it is highlighted in dark blue.
7. Fill in the referral data.
8. Click on the "Penalties" tab until it is highlighted in dark blue.
9. Click the "Add Penalty" button.
10. Fill in the penalty data.
11. Click **Save Penalty**.
12. Click **Save**.
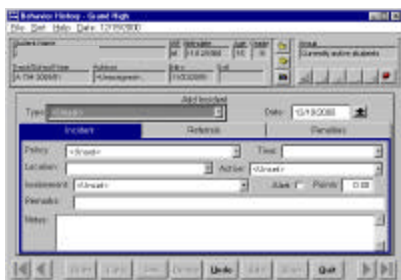
HOW TO DELETE A BEHAVIOR INCIDENT

1. SIS2000[+] | Behavior | Behavior
2. Locate the student record.
3. Select the incident to be deleted by clicking in the tiny, left-most column. You'll see a ⌐ beside the date.
4. Click **Delete**.
5. Click **Yes** to confirm deletion.

HOW TO EDIT BEHAVIOR DATA

1. SIS2000[+] | Behavior | Behavior
2. Locate the student record.
3. Select the incident to be edited by clicking in the tiny, left-most column. You'll see a ⌐ beside the date.
4. Click **Edit**.
5. Click on the tab of the screen to be edited (incident, referrals, or penalties).
6. Edit the data.
7. Click **Save**.

HOW TO DELETE A PENALTY WITHOUT DELETING THE INCIDENT REPORT

1. SIS2000[+] | Behavior | Behavior
2. Locate the student record.
3. Select the desired incident.
4. Click **Edit**.
5. Click on the "Penalties" tab until it is highlighted in dark blue.
6. Select a penalty.
7. Click **Delete Penalty**.
8. Click **Yes** to confirm deletion.
9. Click **Done**.